



State of Louisiana
DIVISION OF ADMINISTRATION
OFFICE OF HUMAN RESOURCES

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DIVISION OF ADMINISTRATION

PERSONNEL POLICY NO. 59

EFFECTIVE DATE: November 20, 1999; Revised March 31, 2003; June 25, 2004

SUBJECT: Flexible Maximum Hire Rate for Facility Planning
and Control Manager

AUTHORIZATION: _____
Whitman J. Kling, Jr., Deputy Undersecretary

I. POLICY:

In accordance with authority granted by the Civil Service Commission, it is the policy of the Division of Administration (DOA) to implement a Flexible Maximum Hire Rate for positions in the Facility Planning and Control Manager job title.

II. PURPOSE:

The purpose of this policy is to provide the DOA with a tool that allows for flexibility in pay for recruitment purposes.

III. APPLICABILITY:

This policy shall be applicable to all sections of the DOA, both ancillary sections and appropriated sections.

IV. PROCEDURE:

As of June 25, 2004, individuals hired in positions that are in the Facility Planning and Control Manager job title will be hired at the established Special Entrance Rate.

Personnel Action Requests (PAR) requesting an appointment in these job titles must reference the Special Entrance Rate in the "Remarks" portion of the PAR.

V. QUESTIONS:

Any questions regarding this policy should be directed to the Office of Human Resources.

ADDENDUM

Effective March 31, 2003, the Civil Service Commission implemented statewide Flexible Maximum Hire Rates for the Facility Planning and Control Manager job title.

The following chart reflects:

1. The title, job code and pay level of the job for which the DOA is implementing the Flexible Maximum Hire Rate,
2. The June 25, 2004 minimum of the pay grade of the jobs affected, and
3. The actual hire rate that will be utilized by the DOA when filling affected positions in this job from June 25, 2004 forward.

Title	Job Code	Pay Level	Biweekly Minimum 6/25/04	Biweekly Hire Rate 6/25/04
Facility Planning and Control Manager	161950	TS-316	\$1739.20	\$2436.80